

LANDSCAPE FOREMAN
285

DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Serves as working supervisor for the landscaping and maintenance of county parks and other grounds and planted areas. Works under the general supervision of the Parks and Grounds Maintenance Superintendent. The position supervises the Grounds Maintenance staff in the absence of the Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Establishes schedules for the maintenance of County grounds and planted areas.

Supervises assigned personnel and/or performs a variety of landscaping and maintenance duties, such as mowing lawn areas, planting annuals and shrubbery, applying fertilizer and herbicides, weeding, edging, watering, trimming shrubbery, placing topsoil, grading, seeding, etc.; operates vehicles, grounds-keeping equipment, power-and hand-tools.

Works with Recreation staff to meet athletic field schedules and assess daily field playing conditions.

Assigns work, assists in the selection of new employees; trains employees; assists in evaluating employee performance; establishes work standards and checks results.

Maintains certification for application of herbicides, fertilizers, and certain insecticides. Supervises others in the safe application of herbicides and fertilizers.

Prepares and maintains a variety of logs and reports such as inspection reports, equipment reports, etc. Assist in ordering supplies and tracking inventory.

Periodically surveys County grounds to determine condition of grass, shrubs, trees, etc., supervises appropriate corrective action as necessary; makes recommendations for the landscaping of County grounds, as requested. Inspects parks for safety violations.

Moves office furniture, assists in building renovations, and special construction projects, etc.

Clears snow from sidewalks, parking lots, and access roads; performs street and sidewalk cleaning, removal of trash from grounds.

Meets with sales people and reviews new products, equipment, chemicals, etc.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports and unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Operates grounds-keeping equipment, power tools and hand tools. Performs strenuous physical labor. Drives County vehicles to assigned work locations throughout the County. Duties are performed outdoors in all weather conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of landscaping and grounds care techniques.

Considerable knowledge of grounds-keeping procedures and equipment.

Considerable knowledge of effective safety standards, practices, procedures, and techniques pertaining to grounds and facilities maintenance and equipment.

Ability to operate large gasoline-powered grounds keeping equipment and electric hand tools.

Ability to plan, coordinate, and guide the work of others.

Ability to perform strenuous physical labor.

Ability to deal courteously with the public.

Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred; extensive experience in the operation of grounds keeping equipment and in landscape techniques; experience in supervising the work of others preferred; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess and maintain a valid Virginia driver's license, and have an acceptable driving record.

Must possess and maintain a valid Virginia Commercial Drivers License (CDL).

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Landscape Foreman Position Number 285
Department Facilities Management Division County Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with others _____
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Lawn Maintenance “Tools”</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--|----|------|-------|-------|-------|-----|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally | Frequently | Continuously |
| Lift | | | | | ✓ | | | ✓ | |
| Push/Pull | | | | | ✓ | | | ✓ | |
| Hold/Carry | | | | | ✓ | | | ✓ | |

Manipulation done from: ☒ ground to waist ☒ waist level ☒ waist to shoulder ☒ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
☒ 8' to 10' step ladder
☒ Extension ladder
☐ Other _____
☐ Not essential to job function

Stairways

- ☒ 1 flight
☒ 2 flights
☐ 3 or more flights
☐ Other _____
☐ Not essential to job function

Steps

- ☒ 1-2
☒ 2-3
☒ 3-4
☐ Other _____
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

| Duration (hours/day) | | | | | | | Occasionally | Frequently | Continuousl |
|----------------------|-----|-----|-----|-----|-----|----|--------------|------------|-------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | | | ✓ | | | | | ✓ | |
| Sit | | | ✓ | | | | | ✓ | |
| Walk | | | ✓ | | | | | ✓ | |
| Run | | | | | | | | ✓ | |

If walking or running, over what type of terrain? ☐ flat ☐ rough ☒ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☐ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- ☒ Essential to job function: These characteristics are necessary (Check all that apply)
☒ Peripheral vision
☐ Night vision
☒ Focus (distinctness or clarity)
☐ Color perception (discriminate between colors)
☒ Depth perception (determine distance relationship between objects)

***VII. Driving:* The ability to transfer or convey in a vehicle.**

| Transmission | Standard | Automatic | Multi-Gears |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Car | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (list) _____ | | | |